



## ADRN Training Coordinator Job Description

### **JOB SUMMARY:**

The Austin Disaster Relief Network (ADRN) is a Christian nonprofit 501(c)(3) organization of over 190 Greater Austin churches and thousands of trained volunteers bringing hope into crisis. ADRN's network enables and empowers church members to organize, prepare, mobilize, and respond quickly in the event of a disaster, great or small.

Reporting to the Training Director (TD), the Training Coordinator (TC) serves as a key team member and an active participant in researching, planning, and coordinating classes, training programs, and conferences for the Training Department. The TA's main objective is to assist the Training Manager in event planning, training coordination, facility setup, assisting class trainers, supervising administrative volunteers, and reconciling training sales and inventory.

One who seeks first the Kingdom of God and His righteousness, who makes God and His ways #1 in their heart, who demonstrates the fruits of the spirit in their life. One who can also demonstrate these things in the workplace: friendliness, patience, ability to receive direction, punctuality, attention to details, good physical condition, quick thinker, problem solver, organized and good with numbers. Must have flexible hours to meet needs of the training schedule.

### **RESPONSIBILITIES:**

- Support and partner with the Training Manager on all training and administrative tasks
- Communicate with TD and Training Manager on training needs and assists in mapping out development plans for staff and volunteers
- Review, evaluate, and modify existing and proposed training programs and recommend changes that are appropriate to enhance effectiveness
- Attend trainings as administrative/sales support
- Assist in reconciling training merchandise sales - recordkeeping & reconciliation
- Assist in purchasing, check-in & restock books, shirts, hats & other merchandise on a regular basis dependent on monthly needs analysis.
- Assist in overseeing training department volunteers (set up tasks, train, and wrap up)
- Prepare and disseminate training materials such as instructional materials, handouts, evaluation forms, and visual aids (for live and on-demand training platforms)
- Monitor and support on-demand training materials (courses, evaluations, and engagement activities) and ensure that participants receive credit and assistance when needed
- Ensure employees and volunteers follow established guidelines and policies on all training platforms
- Gather, file, and submit training reports
- Serve as primary document control representative for the Training Department.
- Update training materials regularly, maintaining current versions of documents, assisting in developing new course materials.
- Other duties as assigned.

**QUALIFICATIONS:**

- Excellent communication skills, both written and oral; ability to influence, encourage and engage volunteers and develop long-term relationships.
- Strong organizational and time management skills with exceptional attention to detail.
- Reliable problem-solver with strong project management skills
- Able to take ownership of projects and chart their progress
- Bachelor's in management (or related discipline) and 2-4 years experience as a training coordinator, administrator, HR assistant, or similar role preferred
- Ability to work both independently without close oversight, but also a team player who will productively engage with others at varying levels of seniority within and outside of ADRN
- Working knowledge of databases and learning management systems (LMS) is a plus
- High energy, love and passion for God and His mission through ADRN is essential
- Kingdom minded and relationship focused
- Must have flexible hours on occasional nights and weekends to meet the needs of the training schedule, and periodic disaster responses

**KEY EXPERIENCE:**

- Excellent interpersonal skills.
- Resourceful and innovative problem-solving skills.
- Experience supervising volunteers, including training, assigning and reviewing work.
- Strong interpersonal, active listening, conflict resolution and facilitation skills.
- Proficiency in computer skills including Square, Microsoft Word, Excel, Email, web-links in WordPress, and electronic calendaring.

**Organizational Expectations of Staff:**

- Handle all conflicts through biblical conflict resolution.
- Learn, understand and embrace ADRN culture, spiritual history, ADRN vision, and mission statements, and I AM Ready™ and Life-Sustaining Church™ programs.
- Seek God's face, read His Word, and be led by the Holy Spirit.
- Communicate clearly with peers, co-workers, and team members.
- Set the tone on reliability, attendance, high-performance standards, and what it means to be an I AM Ready™ Christian, emotionally, spiritually, and physically to all volunteers.
- Spend minimally one planned, full day per month away from the office, seeking God's face for direction, guidance, support, and relief for the role. Spend time in the word and prayer with God for spiritual instruction, growth, and rest.
- Attend all of ADRN's emotional, spiritual, and physical training to understand the depth of what ADRN offers churches and volunteers.
- Fulfill a minimum of 40 hours per week, during regular office hours. Additional hours will be expected from time to time, including during active disaster response efforts.
- Attend Thursday morning All Staff Prayer and All Staff Meetings at HOPE Prayer Center, as well as fulfill other staff expectations. Follow organizational policy, and procedures and practice our culture of honor with one another
- Willingness to accept our Statement of Faith

**ETHICAL STANDARDS:** ADRN has a reputation for conducting its ministry and activities with integrity and in accordance with the highest ethical and Biblical standards. All employees of ADRN must be committed to the Lord Jesus Christ, in accordance with the Bible and with ADRN’s Statement of Faith. The authority for making the determination of these standards for ADRN shall be the Board of Directors working in consultation with the Executive Director, applying their interpretation of the standards set forth in the Bible.

**ADRN Mission Statement:** To glorify Christ by equipping, empowering, and mobilizing the Church of Greater Austin to shepherd those affected by disaster and meet their physical, emotional, and spiritual needs. Luke 10: 25-37, Ephesians 4:12-16

**ADRN Vision Statement:** To be an active, empowered, Life-Sustaining Church Network™, bringing hope into crisis through the transforming power of Jesus Christ to every life and community that we serve. Revelation 19:5-7

### **Work Authorization**

Employees must be authorized to work in the United States under Federal requirements.

### **Other Duties**

Note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice

Send resume to: [HR@ADRNTX.ORG](mailto:HR@ADRNTX.ORG)